



Application For Employment

Dispatch Application



The Leander Police Department is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(Please Print)

Position(s) Applied For:				Date of Application:	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s):		E-mail Address		Social Security Number	

How Did You Learn About Us?

- | | | | |
|--|-----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Relative | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Recruiter |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Friend | <input type="checkbox"/> Web Site _____ | <input type="checkbox"/> Other _____ |

Best time to contact you at home is : ____ AM/PM

Have you ever submitted an application with us before? ☐ Yes ☐ No

If Yes, give the date: _____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give the date: _____

Do you have any friends or relatives that work here? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this
Country because of Visa or Immigration Status? ☐ Yes ☐ No

(Proof of citizenship or immigration status will be required upon employment.)

Are you available to work (shift work): ☐ Full-time ☐ Part-time ☐ Temporary

Can you travel if the job requires it? ☐ Yes ☐ No

Date available to work: ____/____/____

THE LEANDER POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Education / Training

	Name And Address Of School	Course of Study	Year Completed Or Hours Earned	Diploma Degree Or Certification
Elementary School Completed				
High School				
Undergraduate College				
Graduate Professional				
Technical, Vocational, or Training (Law Enforcement) Academy				

Are you a licensed ☐ peace officer, ☐ animal control officer, or ☐ telecommunications operator? ☐ Yes ☐ No If Yes, check all that apply and indicate the state of licensure? _____
 If No, are you currently enrolled in an Academy Program, Associate or Bachelor Degree Program, which will enable you to be licensed in the near future? ☐ Yes ☐ No
 If Yes, what is the name of the institution you are enrolled in?
 _____ Projected graduation date? _____

Describe any specialized training, continuing education, apprenticeships and skills.

List any other qualifications or specialized skills.

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates	Employed	Work Performed
			From	To	
	Address				
	Telephone Number(s)				
			Hourly Rate	Salary	
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
2.	Employer		Dates	Employed	Work Performed
			From	To	
	Address				
	Telephone Number(s)				
			Hourly Rate	Salary	
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
3.	Employer		Dates	Employed	Work Performed
			From	To	
	Address				
	Telephone Number(s)				
			Hourly Rate	Salary	
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
4.	Employer		Dates	Employed	Work Performed
			From	To	
	Address				
	Telephone Number(s)				
			Hourly Rate	Salary	
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				

If you need additional space, please duplicate this page and attach the additional pages to the application.

Additional Information

Personal References
Do **not** list persons who are previous employers, supervisors, or relatives.

	Name	Address	Phone #
1.			
2.			
3.			
4.			

List any professional, trade, business, or civic activities and offices held.
(You may exclude any membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

List **any** Criminal Arrests and Convictions you may have on your record, including location of offense, dates, and the name of the arresting agency.

List any Law Enforcement Agencies you have ever applied for employment with, including current active applications.

State any additional information you feel may be helpful to us in considering your application.

Personal Inquiry Waiver/Covenant not to Sue/Waiver to Release Certain Information

State of Texas §

Personal Inquiry Waiver

Covenant not to Sue

County of Williamson §

Waiver to Release Certain Information

I, _____, Applicant, hereby request and authorize, as a condition of employment, the Leander Police Department/City of Leander to conduct a "background" inquiry.

I further request and authorize you, the receiver of this instrument to furnish said Department with any and all information said Department may request concerning my character, background and/or criminal records (including those that may be maintained in various computerized systems) and information concerning my general reputation.

This instrument is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of any relative documents or copies of any relative data held electronically, if requested.

I hereby intentionally and voluntarily waive all confidentiality or privileged information rights concerning the foregoing and further, I release you, your organization and the Leander Police Department/City of Leander by this my covenant, from any liability that may be connected with requesting, releasing, disseminating, or use of any such information, or the results or inquiries, in determining my eligibiltiy for employment as an employee of the Leander Police Department/City of Leander, Texas.

I hereby acknowledge that a facsimile (FAX) or (by any other method) a copy of this instrument may be used in the "background" inquiry process and further, that such a FAX or copy is as valid as the original notarized copy.

x _____
Applicant's Signature of AGREEMENT

_____/_____/_____-_____-_____
Applicant's Driver's License # Applicant's Date of Birth Applicant's Social Security #

On this _____ day of _____, 20 __, _____, herein referred to as "Applicant", personally appeared before me and stated the reasons for executing this instrument is for the same expressed reasons stated herein.

Notary Public (seal)

My commission expires _____.

Applicant's Statement

State of Texas §

County of Williamson §

I, _____, certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active from the date of submission to the **posted due date**. All applications received after the posted due date will not be accepted. After submitting this application, I understand that it is my responsibility to notify the Leander Police Department of any changes of information in the original application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

ACKNOWLEDGEMENT

I, _____, do hereby acknowledge that the foregoing instrument is executed by me for the purpose expressed therein, and I acknowledge that I voluntarily executed the same, and that the contents thereof are true and correct.

X _____
(Signature of Applicant before Notary)

On this _____ day of _____, 20 __, _____, herein referred to as "Applicant", personally appeared before me and stated the reasons for executing this instrument is for the same expressed reasons stated herein.

Notary Public
My commission expires _____.

(seal)

LEANDER POLICE DEPARTMENT

HIRING PROCESS FOR ENTRY LEVEL TELECOMMUNICATION OPERATOR

The following is an outline of the application phases. Each phase must be successfully accomplished prior to advancement to the next phase. The entire application process should be expected to take approximately 6-8 weeks.

I. Application: Phase One- To be considered for hire with Leander Police Department, an applicant must correctly complete the application form. ALL OF THE "WAIVER" FORMS MUST ALSO BE COMPLETED, NOTARIZED AND RETURNED WITH THE APPLICATION FORM ALONG WITH TWC TYPING TEST RESULTS by the published deadline. A preliminary basic background check will be conducted during this phase. All applicants must complete the application in black ink and in their own handwriting. Any incomplete or incorrect application may be rejected. All applicants will be notified if they are ineligible, if the process stops, and/or eligibility to advance to phase II.

II. Written exam: Phase Two- applicants will be informed of the location and date of the exam. A passing grade of 70% or higher is required for advancement to phase III.

III. Oral interview: Phase Three- Applicants who successfully advance to this phase will be notified as to location and time of the oral interview process. This interview process will be objective in nature and is designed to generally evaluate the interpersonal skills, and professional and ethical values. The interview board will consist of 3 (three) members and generally will not be longer than 45 minutes. The objective scoring system used in the interview / evaluation process will result in numeric scores. The scoring system will be the totaling of the scores from each board member.

Interview results shall be announced in rank order of highest to lowest scores with the highest (position #1) being "first eligible" to consider for hiring. If for some reason any applicant becomes ineligible based on the background investigation, such as a false entry on the application form, the rank order of positions is re-established for eligibility for employment consideration.

IV. Rank order & background inquiry: Phase Four - Applicants will be notified by mail or phone of their overall score resulting from phase III and their placement (example 3rd of 25). The top applicants will be issued a Personal History Statement. **This document and all of its attachments are due back to the Leander Police Department, fully completed, within two weeks of being issued.** Any incomplete Personal History Statement will be rejected. The top applicants in this phase (the number of which will depend upon the number of positions currently available or the determined need for the number to be placed on the eligibility list) will undergo a more in depth background inquiry to determine final eligibility. FINAL ELIGIBILITY WILL BE DENIED IF AN UNSATISFACTORY FINDING IS DISCOVERED IN THE BACKGROUND INQUIRY. Those top applicants receiving satisfactory inquiry findings will be offered employment, in rank order, until the number of openings are filled. The Chief of Police may or may not form an "eligibility list", if formed, the list will also follow the rank order of the remainder of eligible applicants to a level determined by the Chief. In the event a finalist is denied, due to unfavorable results of the background inquiry, that finalist's position will be omitted and the rank order of eligibility reestablished. Final applicants may be required to undergo a drug screening as part of the background inquiry. The department will pay for the cost of the screening.

Policy on Reapplication

Applicants for civilian positions may reapply for posted positions any time after the completion of the selection process unless specifically notified in writing at the end of the selection process. A new application must be submitted at that time. Applicants will be notified of the specific reason for the disqualification.

I, the undersigned, have read and understand the above-described process that will be utilized in this employment process.

X _____, Applicant _____ Date _____
(Signature) (Print Name)

FOR DEPARTMENT USE ONLY

Name: _____

Testing Date: _____ Physical Agility: ☐ Pass ☐ Fail ☐ N/A Certified by _____

Testing Date: _____ Written Exam: ☐ Pass ☐ Fail ☐ N/A Certified by _____

Date Personal History Statement Issued _____ Date Returned _____

Date of Oral Board Interview _____

***APPLICANT
RANKING***

INSTRUCTIONS

1. READ ALL QUESTIONS CAREFULLY AND ANSWER HONESTLY.
2. COMPLETE THE APPLICATIONS BY FILLING IN ALL BLANKS, IF THE INFORMATION REQUESTED IS NOT APPLICABLE TO YOU, PLACE N/A IN THE SPACE PROVIDED.
3. MAKE SURE THAT ALL REQUIRED DOCUMENTS ARE SIGNED & NOTARIZED APPROPRIATELY. *REMEMBER* NOTARIZED DOCUMENTS MUST BE SIGNED IN THE PRESENCE OF THE NOTARY.
4. IF YOU HAVE ANY FURTHER QUESTIONS, CONTACT A DEPARTMENT RECRUITER AT: (512) 528-2800.



SEND COMPLETED APPLICATIONS

TO:

**LEANDER POLICE DEPARTMENT
705 Leander Dr / P.O. Box 319
Leander, Texas 78646-0319
Attn: Recruiter**

